



**Foundation for Early Childhood Education, Inc.**

**EARLY HEAD START/ HEAD START / STATE PRE-SCHOOL**

*Excellence in Early Childhood Education and Human Services*

3450 East Sierra Madre Boulevard \* Pasadena, CA 91107 \* Tel: (626) 572-5107 \* Fax: (626) 572-7663

**RE-POST: External Candidates Only**

**Employment Opportunity**

Posted Date: April 29, 2021

Deadline Date: Open Until Filled

**Position Title:** **Child Development Specialist Supervisor (CDS)**  
**Reports To:** School Readiness- Education Coordinator  
**Department:** Education  
**Employment Status:** Exempt  
**Compensation Range:** \$4144.87-\$5856.60 monthly PLUS Benefits

**Employee Benefits:** Aflac, Dental, Life, Medical, Vision, and 401k Retirement Plan

**401k Retirement Plan (8.5% Employer Contribution) & additional voluntary contribution by the employee**

- 13 Paid Holidays
- 21 Days of Paid Vacation: Accrue at the rate of 14 hours per month worked, (1 year of employment = 168 hours)
- 14 Paid Sick leave, includes 3 days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment= 114)

**Work Location:** FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

**Main Office: 3450 East Sierra Madre Boulevard Pasadena, California 91107**

**& Multiple Site Locations in Los Angeles County (See Website for Listing of all Sites)**

**I. PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.

**II. SUMMARY OF DUTIES**

The incumbent will manage the daily operations of the Head Start/Early Head Start/State Preschool sites and supervise educational staff and classrooms. CDSS primary responsibilities include maintaining a high quality ECE setting while ensuring compliance with applicable regulations. Must participate in program planning and coordination, personnel supervision, training an evaluation, interpretation of Federal and State regulations and policies to center staffs, monitoring, facility management and other directly related activities including teaching on an emergency basis. Provide children with a learning environment and the varied experience, which will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence.

**Job Duties**

- Completes on-going monitoring, tracking, follow-up and analysis of child development services and child outcomes within specified timelines.
- Prepares monitoring, site visit, T/TA activity and other reports to the Assistant Director, prepares external reports as required.
- Conducts classroom visits to observe classroom activities and provide on-site consultations to teaching staff, as appropriate (coaching). This includes formal assessments of CLASS, ECERs, etc. as well as informal site visits for ongoing monitoring, staff support, and family engagement.
- Actively participate in MDT and MTSS meetings to facilitate referrals and meet immediate needs of children, families and classroom using skills, recommendations by others including consultants and partner agencies.
- Assures that educational and support needs are identified for each child, as reflected on lesson plans and IDPs.
- Assures effective delivery of services through consistent ongoing monitoring, reporting, and action to correct any identified problems and ensure sustained correction.
- Coordinate and provide training and guidance to staff, parents, and community on a variety of pertinent topics in the area of child education and development.
- Maintains knowledge of relevant federal, state, and local laws and regulations, communicates updates to administration and staff for planning, training, and monitoring purposes, and proposes adaptation to agency procedures, as appropriate.
- Participates in updating annual education services Policies and Procedures development in cooperation with administration.
- Responsible to train on policies, forms, etc. in large groups and individually as needed.

**III. QUALIFICATIONS, EXPERIENCE & SKILLS**

**Education:** Bachelor’s Degree or advanced degree in Early Childhood Education or a related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education.

**Experience:** Minimum three years’ experience in teaching preschool-age children, as well as expertise in the theories and principles of child growth and development, early childhood education, and family support.

**Licenses/Permits/Certifications:**

- California Child Development Program Director Permit
- CLASS Reliable Observer Certification (must be maintained during employment as CDS)
- Automobile, Insurance and Valid Driver’s License

**Knowledge and Skills:**

- Ability to demonstrate leadership skills, including management of staff and competence to handle multiple tasks/projects simultaneously
- Bilingual in English and Spanish preferred
- Competence to communicate with staff and families appropriately while exercising professional judgment and autonomy in decision-making.
- Knowledge in ChildPlus and proficiency with technology, including computer software applications such as: Microsoft Office, Windows, and the Internet
- Must have knowledge of Early Head Start/Head Start, State Preschool, and Community Care Licensing regulations

**IV. SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

**Eligibility to Work:** All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

**Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

**Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Child Abuse Central Index, and Megan’s law prior to starting work.

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California driver’s license, or have available transportation.

**\*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

V. **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to site; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at [www.foundationheadstart.org](http://www.foundationheadstart.org)

Interested candidates must forward the following documentation packet to the main office – enclosed Human Resources Department or submit via email: [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org)

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary

***Please Note: Application and all required documents can be mailed, or submitted to [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org) by the due date listed in this job posting.***